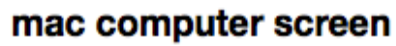
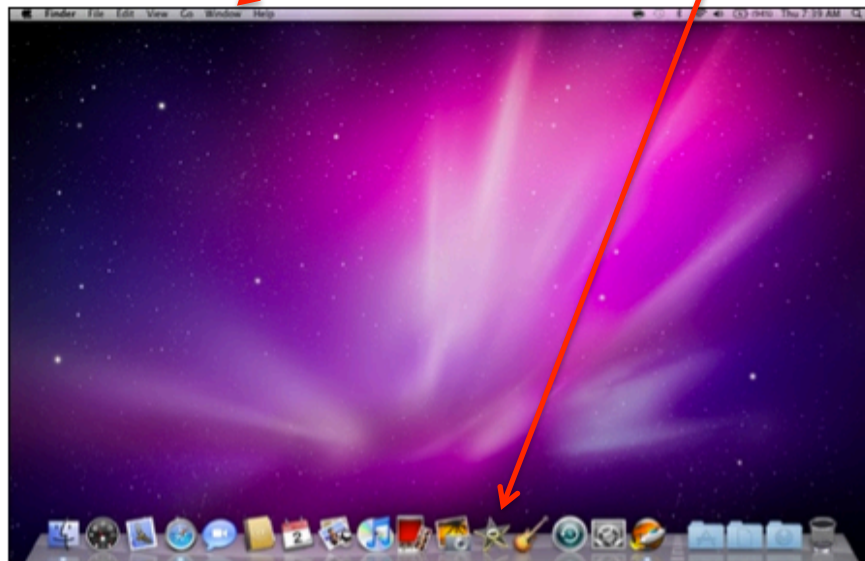


About your Mac

Below is an image of what is called the **desktop**
Showing on this desktop is the **Menu Bar** and the **Dock**



Posted on December 3, 2009



A mac screen has three main areas

Program Dock, Menu Bar

1) program dock

By default, your Mac's program dock will be screen bottom:



The dock contains a set of *shortcut icons* to various programs on your Mac such as “Apple Mail” and the “Address Book”.

It also contains shortcuts to several **folders** on your Mac — as well as the “Trash” can:



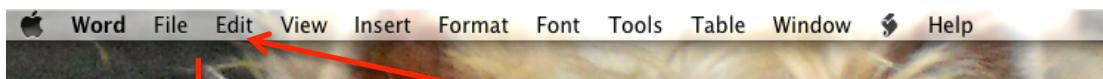
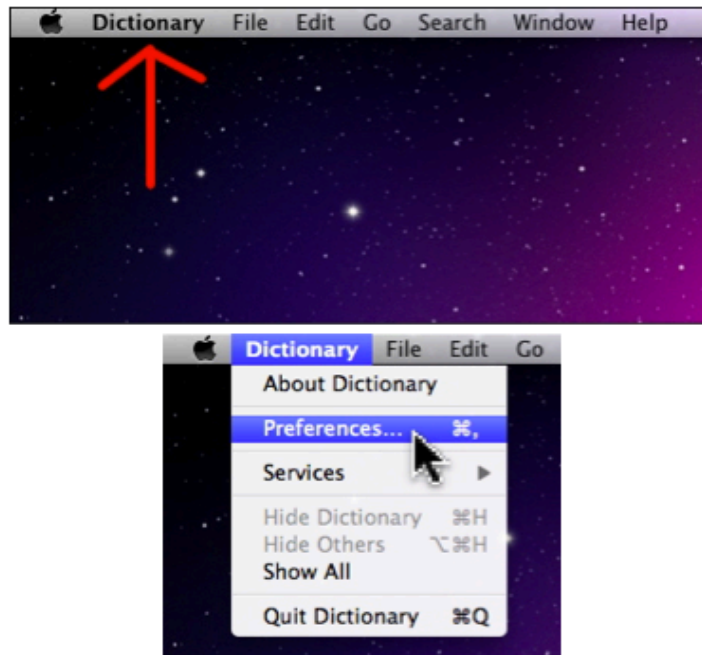
2. Menu Bar

2) menu bar

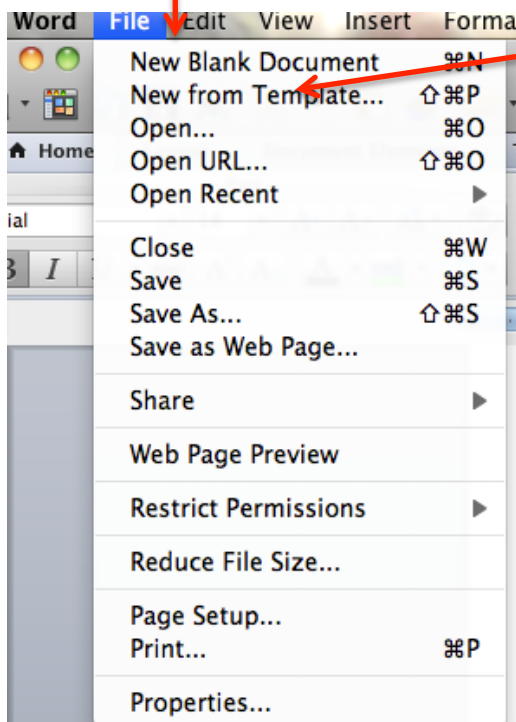
At the top of your Mac computer screen, you will see a menubar:

The specific menus will depend on which program is currently **active**.

In the following screen capture, my Mac's *Dictionary* program is currently front and center (so to speak):



or



If I was working in a word document the menu would look like this. If I click on one of the menu options eg file a drop down box shows me what lies within that option

3. Finder

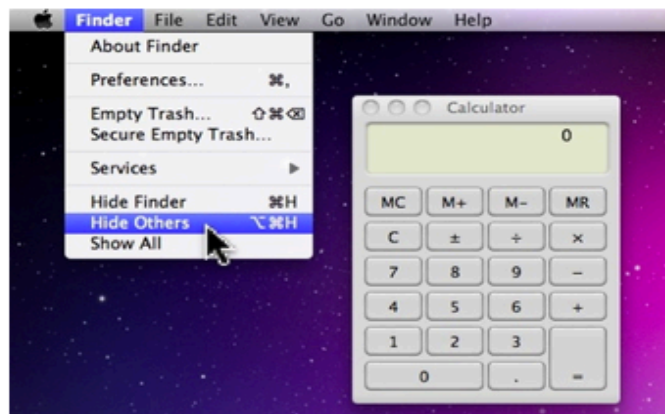
NOTE:

The “Finder” program will *always* be open on your Mac.

3) desktop area

If you don’t have any other applications (besides “Finder”) open on your Mac OR if **Finder** is the active program — and you have *hidden* any other open applications — you will have an unobstructed view of your Mac computer desktop.

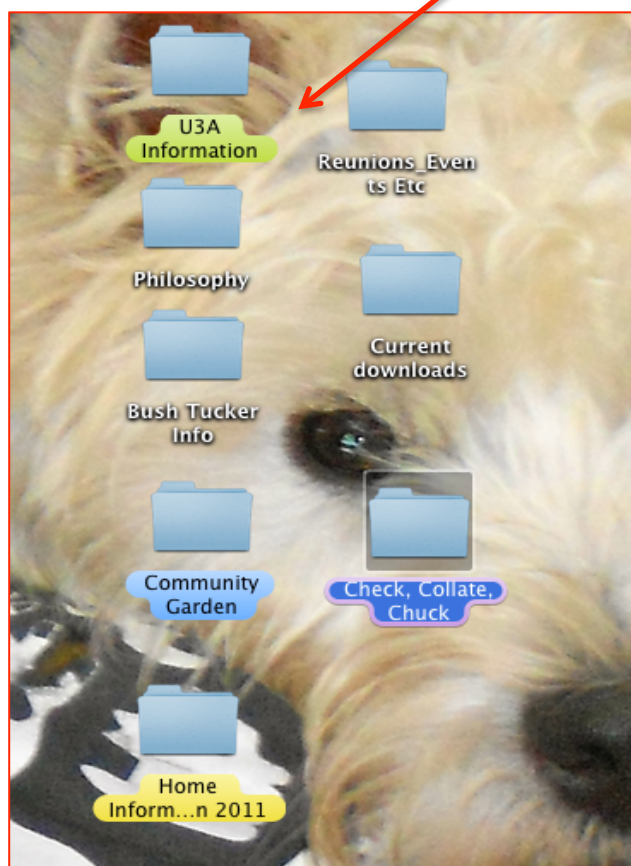
“Hide Others” menu selection:



Managing Your Desk Top

It is important to think of your desktop as a desk and just as we hope your desk is organised so that you can find items, so too should your Mac Desktop be organised.

This can be done by using folders in which to store your work. To help identify your folders you can change the colour of your folders by going to **File** on your menu bar the scrolling down and clicking on a colour at the bottom of the drop down box.



You can also arrange your folders by name or date

If you are storing a great deal of information, it is suggested that you create folders within folders.

Folders name
Other folders

